



Code: 0918

Family: Public Relations and Creative Arts

Service: Administrative

Group: Clerical, Accounting, and General Office

Series: Audio-Visual

CLASS TITLE: PHOTOGRAPHIC SPECIALIST - PUBLIC SAFETY

CHARACTERISTICS OF THE CLASS

Under general supervision, performs a range of skilled photographic work involving the documentation and photography of emergency incidents, special events, and training opportunities for a public safety department, and performs related duties as required

ESSENTIAL DUTIES

- Travels to emergency incidents (e.g., fire scenes, hazardous incidents) to photograph and/or video departmental response for historical, training, and safety best practices
- Sets up and operates camera and video equipment, adjusts settings, and selects proper background and angles necessary to capture people, events, and activities
- Takes photographs and videos during ceremonies and special events (e.g., graduations, promotion, memorial services)
- Downloads images and videos to a computer and manages a file storage and digital imaging system to catalog, retrieve, and archive photographic evidence
- Manipulates and enhances scanned or digital images to create desired effects, using computers and specialized software (e.g., cropping, enlarging, retouching)
- Processes digital images for use and stock collection in preparation for printed proofs, CDs/DVDs, PDFs, and small and large format prints using latest digital manipulation software and techniques
- Uses the digital enhancement options for image quality to ensure color, shade, and lighting of photos are adequate before printing
- Assists with the photographic budget, maintains inventories, and orders supplies
- Maintains and cleans photographic equipment and supplies
- Selects appropriate paper, finish, and size for photos and prints photos in appropriate quantities, when required
- Testifies in court as an expert witness, as required

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Three years work experience as a professional photographer; or an equivalent combination of education, training and experience

Licensure, Certification, or Other Qualifications

- A valid State of Illinois driver's license is required
- Some positions may be required to work any duty watch

WORKING CONDITIONS

- General office environment

- Reprographics/photocopier high volume production environment
- Exposure to outdoor weather conditions
- Exposure to loud noise
- Exposure to cramped noisy, dirty, or unpleasant surroundings

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, scanner, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)
- Cameras and related photography equipment (e.g., digital, projectors, printers, film processors)
- Digital editing equipment (e.g., playback video decks, audio consoles, video scanners)
- Personal protection and related equipment
- Two way radios

PHYSICAL REQUIREMENTS

- Substantial lifting (up to 50 pounds) is required
- Ability to quickly bend, stretch, twist, or reach out with one's body, arms, and/or legs
- Ability to make precisely coordinated movements with one's fingers
- Ability to move one's hands and arms to grasp or manipulate objects

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Considerate knowledge of:

- *photographic principles and techniques
- *photographic equipment and materials
- applicable photographic computer software programs
- *digital editing equipment
- *lighting equipment

Moderate knowledge of:

- departmental incident response protocols and procedures
- geographical locations in the City

Knowledge of applicable City and department policies, procedures, rules, and regulations

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions

- *JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one
- *EQUIPMENT MAINTENANCE - Perform routine maintenance on equipment and determine when and what kind of maintenance is needed
- *EQUIPMENT SELECTION - Determine the kind of tools and equipment needed to do a job
- *TROUBLESHOOTING - Determine causes of operating errors and decide what to do about it

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- SPATIAL ORIENTATION - Know one's location in relation to the environment or to know where other objects are in relation to one's self
- VISUALIZE - Imagine how something will look after it is moved around or when its parts are moved or rearranged
- DEMONSTRATE ORIGINALITY - Come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem

Other Work Requirements

- COOPERATION - Be pleasant with others on the job and display a good-natured, cooperative attitude
- SOCIAL ORIENTATION - Prefer to work with others rather than alone and being personally connected with others on the job
- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
March, 2018